

2130 E Street, N. W.
Washington 25, D. C.

12 December 1950

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Dear Andy:

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This is in response to your memorandum of 14 November 1950, subject: Meritorious Award for [REDACTED] for compilation of Russian-English Glossary.

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I concur in your desire to secure a meritorious increase for [REDACTED] for her excellent contribution in the preparation of subject glossary. However there is considerably more involved in obtaining this increase than submission of a Personnel Action Request. Briefly we have also to prepare and submit a strong memorandum of justification in accordance with Administrative Instruction 20-23 dated 14 June 1948.

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In view of the fact that you are better acquainted than is this office with [REDACTED] past performance and with her efforts in preparation of the glossary, I desire that you prepare and forward to this office a draft of the memorandum of justification. I will then finalize the draft and submit it for necessary action.

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I am attaching hereto a copy of a recent request of this nature which we submitted for [REDACTED]. You may find it useful as a guide in preparing your draft.

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Sincerely,

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